

**Request for Proposals for Partnership Grant
FY 2024 Arts Partnership Conference**

DATE: June 1, 2023

TO: Interested Nonprofit Organizations

**DEADLINE FOR
PROPOSALS:** Friday, June 30, 2023

The NH State Council on the Arts (NHSCA) is requesting proposals from nonprofit organizations based in New Hampshire, to assist with the production of and serve as a fiscal agent for the FY 2024 annual statewide Arts Partnership Conference. Proposals may be submitted by email by June 30, 2023 to allison.hawkins@dncr.nh.gov or postmarked by that date.

Contact: Questions on proposal specifications should be addressed to:
Allison Hawkins, Arts Education Coordinator
Phone: 603-271-0791 or email: allison.hawkins@dncr.nh.gov

Questions on qualifications and eligibility should be addressed to:
Cassandra Mason, Grants Officer
Phone: 603-271-7926 or email: cassandra.a.mason@dncr.nh.gov

Scope of Project: The Arts Partnership Conference will be on October 27 and 28 at Sanborn Mills Farm in Loudon, NH. The event will incorporate plenary sessions for all attendees and between 15-20 concurrent workshops. The conference expects to attract approximately 100 attendees from the fields of arts education, arts in health, creative communities, traditional and heritage arts, and nonprofit management.

Specifications:

- Serve as the fiscal agent for the Arts Partnership Conference which will entail:
 - administering partnership grant funds approved by the NHSCA Councilors and Governor & Executive Council to support the conference by providing accounting support for fiscal transactions related to the conference with direction from the NHSCA Arts Education (AE) Coordinator. Fiscal transactions will include but not be limited to: fundraising; calculation and tracking of cash and in kind match; processing and tracking of registration fees from conference registrants; and processing of payments to contractors such as graphic designer, printer, site rentals, food vendors, workshop facilitators, and keynote speakers.
- Complete final report at conclusion of project on or before July 31, 2024, to include a final reconciled budget, statistical information on the number of registrants by day and workshop and contact information compatible with NHSCA database.

Eligibility: To be eligible, proposals must be submitted by nonprofit organizations that are physically located and incorporated in New Hampshire and comply with the Americans with Disabilities Act. Organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and have been in continuous operation for at least three years. Organizations must be in good standing with the IRS, the NH Attorney General's Office, the NH Secretary of State's Office and the New Hampshire State Council on the Arts.

Special Qualifications: Organization should have a mission statement related to the support of the arts. The chief administrator for the nonprofit organization should have a professional background in large event management, budget management, an understanding of and commitment to the arts, and the ability to work in a team environment.

Selection: The Partnership grant will be awarded based upon capacity as indicated in the proposal addressing the above specifications. The NHSCA reserves the option to extend the partnership for an additional fiscal year upon agreement of both parties and provided that funding for the project remains available.

Budget: Overall project budget is estimated at \$30,000. The partnership grant amount will be \$25,000 to cover administration and expenses; fiscal agent fee not to exceed 10% of the project income. The balance of the project expenses is expected to be covered through registration fees from conference attendees and fundraising. Any unexpended funds remaining after all conference costs have been covered will be kept in a designated "Arts Partnership Conference" account, the dispersal of which to be determined by NHSCA.

Payment: Upon acceptance and approval by the New Hampshire State Council on the Arts Councilors and Governor & Executive Council, 100% of the partnership agreement will be processed as a single payment.

How to submit a proposal: If interested, please submit the following items by the deadline of June 30, 2023 to:

Email: allison.hawkins@dncr.nh.gov

Mail: New Hampshire State Council on the Arts
Attn: Allison Hawkins, Arts Education Coordinator
172 Pembroke Rd.
Concord, NH 03301

- A narrative of up to two pages addressing the organization's qualifications and ability to address the scope of the project and specifications noted in this RFP.
- A one-page background statement on qualification of chief administrator of the organization.
- Proof of status as nonprofit organization (IRS letter).
- Certificate of Good Standing from the NH Secretary of State's office

Estimated Timetable for Notification:

Deadline for submission of proposals: **June 30, 2023**

Selection of Vendor: **July 6, 2023**

Proposed submission to NHSCA Council for approval: **July 10, 2023**

Preliminary Notification: **July 14, 2023**

Proposed submission to Governor & Executive Council for approval: **Aug/Sept 2023**

Notification of contract approval: **August or September 2023**

Source of Funds for Partnership Grant: NH State Council on the Arts federal funds (National Endowment for the Arts)

Source of funds for Arts Partnership Conference: NH State Council on the Arts federal funds; Conference registration fees

Additional Information: Examples of several conference brochures can be found on the NHSCA website [here](#).